



Town of Bladensburg

Proposed Budget Book FY17

Proposed Final Budget, Jun 2, 2016

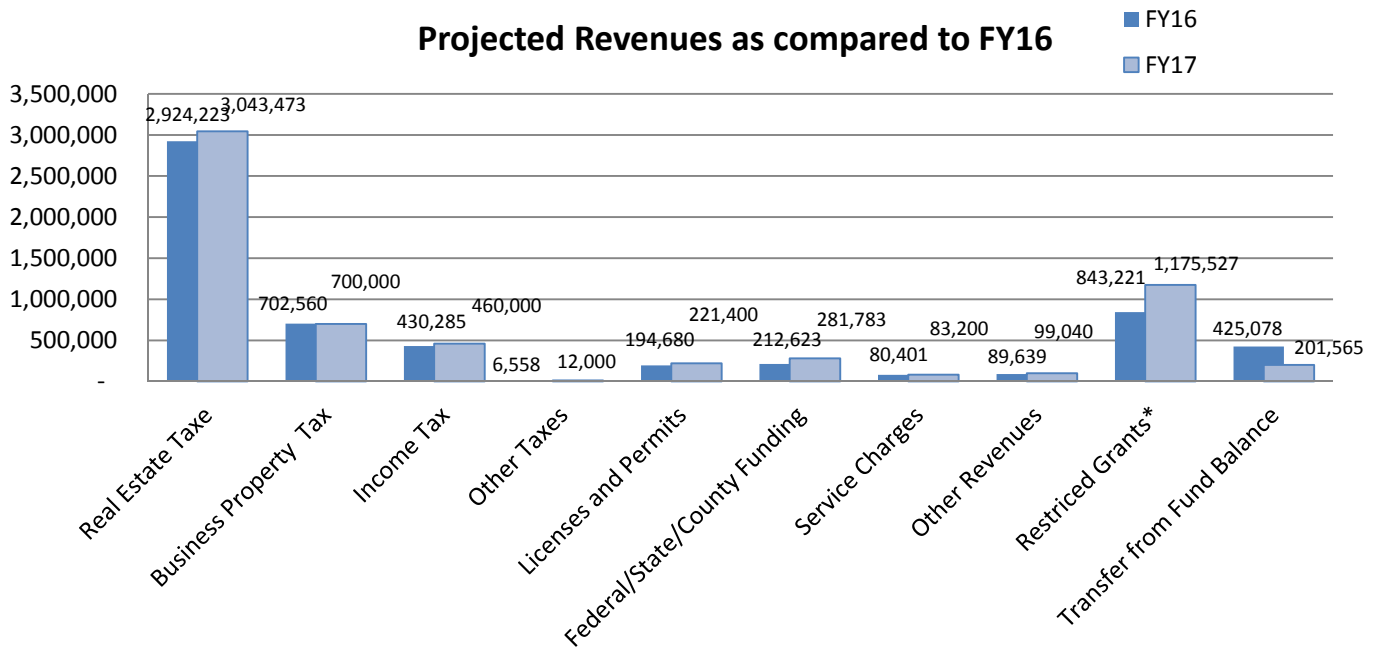
Introduction and Budget Timeline

The Town's FY17 Budget process officially started in March but is always a work in progress. The following is a brief timeline of the process:

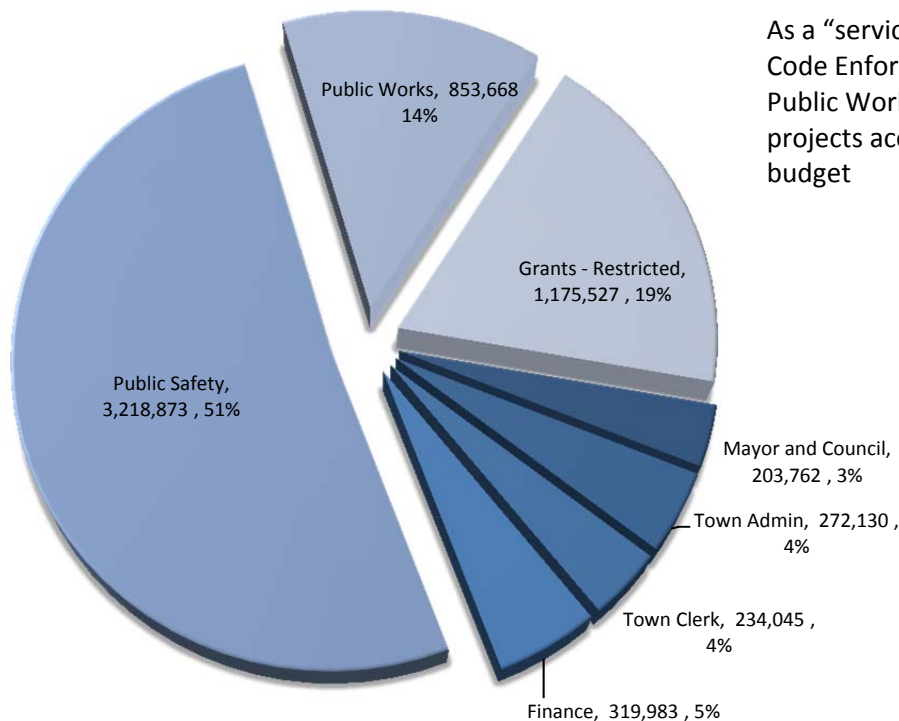
- March - The heads of each Department met with the Treasurer and the Acting Town Administrator to come up with suggestions, improvements, areas of concerns, and how the budget is presented. These were incorporated into a working budget document for FY17.
- April 4th - held two staff meetings and presented the FY17 working budget and gave staff the opportunity to have input and offer suggestions and express any concerns. Approved changes were incorporated into the working budget.
- April 18th - first presentation of budget to Mayor and Council at a special budget work session. Budgeted Revenues were discussed along with departmental expenses to include the Mayor and Council, Grants, and the Town Administrator departments were reviewed.
- April 25th – 2nd budget work session with the Mayor and Council to review the Finance Office, Town Clerk, Public Safety, and Public Works department budgets.
- May 7th – Saturday budget work session for presentation to the public to include a Q&A and to hear citizen's recommendations and concerns.
- May 9th –
 - Budget work session to discuss and incorporate changes to the budget based on previous work sessions and citizen comments.
 - Constant Yield Hearing which resulted in no change in current property tax rate. This was also the 1st reading of Budget at the Mayor and Council Meeting.
- May 24th – Mayor and Council budget held a work session to review changes proposed at previous sessions and a final proposed draft was agreed upon and will be adopted during the second and final reading during the June 13th Mayor and Council Meeting.

FY17 Graphical Supplements

Projected Revenues as compared to FY16



FY17 Budgeted Expenses by Department



As a "service organization", Public Safety, Code Enforcement (under Public Safety), Public Works, and grants which fund specific projects account for 84% of the Town's budget

Town of Bladensburg Budget Summary

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
Revenues			
4000 · Property Taxes	3,626,783	3,743,473	116,690
4100 · Income Tax	430,285	460,000	29,715
4200 · Other Local Taxes	6,558	12,000	5,442
4300 · Licenses and Permits	194,680	221,400	26,720
4400 · Federal Funding	45,000		-45,000
4500 · State Funding	134,319	254,927	120,608
4600 · County Funding	33,304	26,856	-6,448
4700 · Service Charges	80,401	83,200	2,799
4800 · Other Revenues	89,639	99,040	9,401
4900 · Restricted Revenues	843,221	1,175,527	332,306
4999 · Transfer from Fund Balance	425,078	201,565	-223,513
Total Revenues	5,909,268	6,277,988	368,720
Expense			
6000 · Compensation			
6010 · Regular Pay	2,348,520	2,341,880	-6,640
6020 · Overtime	169,370	269,655	100,285
6030 · FICA	192,696	199,783	7,087
6040 · Health Insurance	502,409	442,111	-60,298
6050 · Pension	187,143	196,507	9,364
6060 · Workers Comp	295,461	284,104	-11,357
Total 6000 · Compensation	3,695,599	3,734,040	38,441
6110 · Tuition Remibursement	9,500	7,500	-2,000
6120 · Uniforms	29,600	29,000	-600
6130 · Recruitment	7,000	7,000	0
6140 · Professional Development	38,250	40,750	2,500
6150 · Payroll Service	7,500	3,500	-4,000
6160 · Employee Recognition	2,000	2,000	0
6210 · Council Projects	2,500	2,500	0
6215 · Council Committees	2,350	2,000	-350
6220 · Community Initiatives	6,000	12,500	6,500
6225 · Community Grants	7,000	20,500	13,500
6230 · Community Events	18,000	19,000	1,000
6235 · Senior Citizen Projects	4,500	5,000	500
6240 · Memorials	1,850	1,000	-850
6250 · Youth Projects	8,000	0	-8,000
6255 · Town Meetings	6,500	3,500	-3,000
6260 · Transportation	0	30,000	30,000
6270 · Historic Promotion	2,500	2,500	0
6310 · Telephone	34,755	20,000	-14,755
6320 · Wireless Communications	10,720	20,720	10,000
6330 · Communications Contracts	69,457	29,250	-40,207

Town of Bladensburg Budget Summary

Proposed Final Draft May 25, 2016

	FY16 Budget	FY17 Budget	Variance
6340 · Interoperability	19,201	6,000	-13,201
6350 · Internet Access	4,500	4,500	0
6360 · Data Fees	2,500	2,500	0
6420 · Computer Expense	2,500	6,000	3,500
6440 · IT Support	0	25,000	25,000
6460 · Software Contract	8,400	4,500	-3,900
6510 · Audit	15,500	17,100	1,600
6520 · Bank Charges	3,700	3,200	-500
6530 · Bad Debts	13,811	6,000	-7,811
6540 · Insurance - Other	5,904	0	-5,904
6545 · Insurance - Auto	33,500	32,000	-1,500
6550 · Insurance - Liability	33,900	42,500	8,600
6560 · Legal	20,000	22,500	2,500
6570 · Equipment Lease	25,464	15,000	-10,464
6580 · Contractual Services	71,190	27,000	-44,190
6620 · Fuel	99,693	86,000	-13,693
6640 · Vehicle Repairs and Maintenance	80,000	78,000	-2,000
6650 · Vehicle Body Repairs	5,000	16,000	11,000
6670 · Equipment Maintenance	14,500	12,500	-2,000
6680 · Weapon Repairs and Supplies	3,500	3,500	0
6710 · Building Maintenance	75,000	75,000	0
6720 · Grounds Maintenance	30,590	30,000	-590
6730 · Roads Maintenance	96,221		-96,221
6740 · Street Lights	45,000	50,000	5,000
6750 · Sanitation Contract	176,000	150,000	-26,000
6760 · Landfill Fees	26,500	20,000	-6,500
6780 · Engineering	2,500	2,500	0
6790 · Janitorial Services	20,500	19,000	-1,500
6810 · Advertising	4,000	15,000	11,000
6815 · Newsletter	6,500		-6,500
6820 · Website	500	15,000	14,500
6825 · Membership	12,614	12,650	36
6830 · Media Supplies	3,300	3,500	200
6835 · Travel	3,050	4,750	1,700
6840 · Records Management	2,000		-2,000
6850 · Office Supplies	20,250	20,500	250
6855 · Postage	3,650	4,000	350
6860 · Shop Supplies	0	3,000	3,000
6865 · Supplies	15,500	4,000	-11,500
6870 · Tools	2,500	2,000	-500
6880 · Election Costs	2,400		-2,400
6885 · Finger Printing	2,500	2,500	0
6890 · Utilities	22,787	34,000	11,213

Town of Bladensburg Budget Summary

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
6900 - Grants - Restricted			0
6910 - MD Energy Assistance	450,000	675,000	225,000
6920 - Community Legacy	0	250,000	250,000
6930 - CDBG	121,000	100,000	-21,000
6940 - Highway User Projects	0	150,527	150,527
Total 6900 - Grants - Restricted	<u>571,000</u>	<u>1,175,527</u>	<u>604,527</u>
Subtotal Expense	<u>5,571,206</u>	<u>6,044,987</u>	<u>473,781</u>
Other Expense			
6950 - Debt Service	98,262	68,000	-30,262
6970 - Capital Outlay	239,800	165,000	-74,800
Total Other Expense	<u>338,062</u>	<u>233,000</u>	<u>-105,062</u>
TOTAL EXPENSES	<u><u>5,909,268</u></u>	<u><u>6,277,988</u></u>	<u><u>368,720</u></u>

Town of Bladensburg Budgeted Revenues

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
Revenues			
4000 - Property Taxes			
4020 - Real Estate Taxes	2,924,223	3,043,473	119,250
4040 - Business Personal Property Tax	702,560	700,000	-2,560
Total 4000 - Property Taxes	<u>3,626,783</u>	<u>3,743,473</u>	<u>116,690</u>
4100 - Income Tax	430,285	460,000	29,715
4200 - Other Local Taxes			
4220 - Admissions and Amusement Tax	6,558	12,000	5,442
Total 4200 - Other Local Taxes	<u>6,558</u>	<u>12,000</u>	<u>5,442</u>
4300 - Licenses and Permits			
4310 - Local Business Licenses	49,380	74,000	24,620
4320 - County Traders License	10,985	10,000	-985
4330 - Alcohol and Beverage Licenses	1,735	2,300	565
4340 - Building and Occupancy Permits	2,528	2,000	-528
4350 - Sign Permit	2,722	2,800	78
4360 - Vending License	545	300	-245
4370 - Cable Franchise Fees	126,785	130,000	3,215
Total 4300 - Licenses and Permits	<u>194,680</u>	<u>221,400</u>	<u>26,720</u>
4400 - Federal Funding	45,000		-45,000
4500 - State Funding			
4520 - Police Aid	134,319	145,927	11,608
4540 - Police Grants	0	20,000	20,000
4560 - MD Energy Assistance - Admin	0	89,000	89,000
Total 4500 - State Funding	<u>134,319</u>	<u>254,927</u>	<u>120,608</u>
4600 - County Funding			
4620 - County Disposal Fee Rebate	26,900	22,484	-4,416
4640 - Bank Stock	2,372	2,372	0
4660 - Public Works Abatements	4,032	2,000	-2,032
Total 4600 - County Funding	<u>33,304</u>	<u>26,856</u>	<u>-6,448</u>
4700 - Service Charges			
4710 - Dispatch Sharing - Mt. Rainier	62,000	66,000	4,000
4720 - Local Fines/Fees	9,822	10,000	178
4730 - Copier Fees	1,687	2,000	313
4740 - Fingerprinting	2,289	1,200	-1,089
4760 - Reimbursements	4,603	4,000	-603
Total 4700 - Service Charges	<u>80,401</u>	<u>83,200</u>	<u>2,799</u>

Town of Bladensburg Budgeted Revenues

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
4800 - Other Revenues			
4810 - Insurance Reimbursement	5,000	5,000	0
4820 - Bus Shelter Advertising	2,702	2,800	98
4830 - Property Rental	48,228	52,000	3,772
4840 - Vehicle Deployment	5,567	7,000	1,433
4850 - Solar Energy Credits	1,139	3,500	2,361
4860 - Loan Repayment	19,040	20,240	1,200
4870 - Misc. Revenues	5,000	5,000	0
4880 - Interest Earned	2,963	3,500	537
Total 4800 - Other Revenues	<u>89,639</u>	<u>99,040</u>	<u>9,401</u>
4900 - Restricted Revenues			
4920 - MD Energy Assistance - Restrict	526,000	675,000	149,000
4940 - Highway User Revenues - Rest.	96,221	150,527	54,306
4950 - Community Legacy - Restricted	100,000	250,000	150,000
4960 - CDBG Construction Grant	121,000	100,000	-21,000
Total 4900 - Restricted Revenues	<u>843,221</u>	<u>1,175,527</u>	<u>332,306</u>
4999 - Transfer from Fund Balance	<u>425,078</u>	<u>201,565</u>	<u>-223,513</u>
TOTAL REVENUES	5,909,268	6,277,988	368,720

Town of Bladensburg Budget Overview by Department

Proposed Final Draft May 25, 2016

	<u>Administrator</u>	<u>Clerk</u>	<u>Finance</u>	<u>Grants - Restr</u>	<u>Mayor/Council</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>TOTAL</u>
	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>
Expense								
6000 - Compensation								
6010 - Regular Pay	136,787	142,252	150,948		48,000	1,629,949	233,944	2,341,880
6020 - Overtime		2,046				251,573	16,036	269,655
6030 - FICA	10,464	11,039	11,548		3,672	143,936	19,124	199,783
6040 - Health Insurance		27,269	30,015		42,446	275,980	66,401	442,111
6050 - Pension	11,668	12,134	12,876		4,094	137,542	18,193	196,507
6060 - Workers Comp	711	745	785		250	265,643	15,970	284,104
Total 6000 - Compensation	159,630	195,485	206,172		98,462	2,704,623	369,668	3,734,040
6110 - Tuition Reimbursement			1,500			6,000		7,500
6120 - Uniforms						23,000	6,000	29,000
6130 - Recruitment						7,000		7,000
6140 - Professional Development	5,000	750	2,000		20,000	8,000	5,000	40,750
6150 - Payroll Service			3,500					3,500
6160 - Employee Recognition					2,000			2,000
6210 - Council Projects					2,500			2,500
6215 - Council Committees					2,000			2,000
6220 - Community Initiatives					12,500	0		12,500
6225 - Community Grants					20,500			20,500
6230 - Community Events					12,000	7,000		19,000
6235 - Senior Citizen Projects					5,000			5,000
6240 - Memorials		1,000						1,000
6250 - Youth Projects					0			0
6255 - Town Meetings	1,500				2,000			3,500
6260 - Transportation	30,000							30,000
6270 - Historic Promotion		2,500						2,500
6310 - Telephone						20,000		20,000
6320 - Wireless Communications		960	960		4,800	14,000		20,720
6330 - Communications Contracts						29,250		29,250
6340 - Interoperability						6,000		6,000
6350 - Internet Access						3,000	1,500	4,500
6360 - Data Fees						2,500		2,500
6420 - Computer Expense					3,500	2,500		6,000
6440 - IT Support						25,000		25,000
6460 - Software Contract			1,000			3,500		4,500
6510 - Audit			17,100					17,100
6520 - Bank Charges			3,200					3,200
6530 - Bad Debts			6,000					6,000
6540 - Insurance - Other			0		0	0		0
6545 - Insurance - Auto						32,000		32,000
6550 - Insurance - Liability			10,000		2,500	30,000		42,500
6560 - Legal	22,500							22,500
6570 - Equipment Lease		7,000				8,000		15,000
6580 - Contractual Services	15,000					12,000		27,000
6620 - Fuel	2,000				2,000	65,000	17,000	86,000

Town of Bladensburg Budget Overview by Department

Proposed Final Draft May 25, 2016

	<u>Administrator</u>	<u>Clerk</u>	<u>Finance</u>	<u>Grants - Restr</u>	<u>Mayor/Council</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>TOTAL</u>
	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>	<u>FY17</u>
6640 - Vehicle Repairs and Maintenance					3,000	50,000	25,000	78,000
6650 - Vehicle Body Repairs						16,000		16,000
6670 - Equipment Maintenance						2,000	10,500	12,500
6680 - Weapon Repairs and Supplies						3,500		3,500
6710 - Building Maintenance							75,000	75,000
6720 - Grounds Maintenance							30,000	30,000
6740 - Street Lights							50,000	50,000
6750 - Sanitation Contract							150,000	150,000
6760 - Landfill Fees							20,000	20,000
6780 - Engineering							2,500	2,500
6790 - Janitorial Services							19,000	19,000
6810 - Advertising	15,000							15,000
6820 - Website	15,000							15,000
6825 - Membership	1,000	100	50		11,000	500		12,650
6830 - Media Supplies	3,500							3,500
6835 - Travel	2,000	750	500			1,000	500	4,750
6850 - Office Supplies		10,500	0			10,000	0	20,500
6855 - Postage		3,000				1,000		4,000
6860 - Shop Supplies							3,000	3,000
6865 - Supplies						4,000		4,000
6870 - Tools							2,000	2,000
6885 - Finger Printing						2,500		2,500
6890 - Utilities		12,000				10,000	12,000	34,000
6900 - Grants - Restricted								
6910 - MD Energy Assistance				675,000				675,000
6920 - Community Legacy				250,000				250,000
6930 - CDBG				100,000				100,000
6940 - Highway User Projects				150,527				150,527
Total 6900 - Grants - Restricted				<u>1,175,527</u>				<u>1,175,527</u>
Subtotal Expense	<u>272,130</u>	<u>234,045</u>	<u>251,982</u>	<u>1,175,527</u>	<u>203,762</u>	<u>3,108,873</u>	<u>798,668</u>	<u>6,044,987</u>
Other Expense								
Total 6950 - Debt Service			68,000					68,000
6970 - Capital Outlay						110,000	55,000	165,000
Total Other Expense			<u>68,000</u>			<u>110,000</u>	<u>55,000</u>	<u>233,000</u>
TOTAL EXPENSES	<u><u>272,130</u></u>	<u><u>234,045</u></u>	<u><u>319,982</u></u>	<u><u>1,175,527</u></u>	<u><u>203,762</u></u>	<u><u>3,218,873</u></u>	<u><u>853,668</u></u>	<u><u>6,277,988</u></u>

Town of Bladensburg Mayor and Council 2 Year Budget

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
Expense			
6000 · Compensation			
6010 · Regular Pay	65,823	48,000	-17,823
6030 · FICA	5,035	3,672	-1,363
6040 · Health Insurance	43,848	42,446	-1,402
6050 · Pension	3,795	4,094	299
6060 · Workers Comp	8,886	250	-8,636
Total 6000 · Compensation	<u>127,387</u>	<u>98,462</u>	<u>-28,925</u>
6140 · Professional Development	27,000	0	-27,000
6145 · Conferences and Cont. Education	0	20,000	20,000
6160 · Employee Recognition	2,000	2,000	0
6210 · Council Projects	2,500	2,500	0
6215 · Council Committees	2,350	2,000	-350
6220 · Community Initiatives	6,000	12,500	6,500
6225 · Community Grants	7,000	8,500	1,500
6226 · Fire Dept. Donation	0	12,000	12,000
6230 · Community Events	10,000	12,000	2,000
6235 · Senior Citizen Projects	4,500	5,000	500
6250 · Youth Projects	8,000	0	-8,000
6255 · Town Meetings	4,000	2,000	-2,000
6320 · Wireless Communications	4,800	4,800	0
6420 · Computer Expense	0	3,500	3,500
6550 · Insurance - Liability	1,400	2,500	1,100
6620 · Fuel	3,700	2,000	-1,700
6640 · Vehicle Repairs and Maintenance	1,500	3,000	1,500
6825 · Membership	11,364	11,000	-364
Total Expense	<u>223,501</u>	<u>203,762</u>	<u>-19,739</u>

Town of Bladensburg Town Administrator 2 Year Budget

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
6000 · Compensation			
6010 · Regular Pay	132,340	136,787	4,447
6030 · FICA	10,201	10,464	263
6050 · Pension	10,716	11,668	952
6060 · Workers Comp	15,127	711	-14,416
Total 6000 · Compensation	<u>168,384</u>	<u>159,630</u>	<u>-8,754</u>
6140 · Professional Development	1,500	5,000	3,500
6255 · Town Meetings	1,500	1,500	0
6260 · Transportation	0	30,000	30,000
6560 · Legal	20,000	22,500	2,500
6580 · Contractual Services	40,990	15,000	-25,990
6620 · Fuel	1,500	2,000	500
6810 · Advertising	4,000	15,000	11,000
6815 · Newsletter	6,500		-6,500
6820 · Website	500	15,000	14,500
6825 · Membership	0	1,000	1,000
6830 · Media Supplies	3,300	3,500	200
6835 · Travel	1,000	2,000	1,000
6850 · Office Supplies	500	0	-500
6900 · Grants - Restricted			
6910 · MD Energy Assistance	450,000		-450,000
Subtotal Expense	<u>699,674</u>	<u>272,130</u>	<u>-427,544</u>
Other Income/Expense			
6970 · Capital Outlay	164,000		-164,000
TOTAL EXPENSES	<u><u>863,674</u></u>	<u><u>272,130</u></u>	<u><u>-591,544</u></u>

Town of Bladensburg Town Clerk 2 Year Budget

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
Expense			
6000 · Compensation			
6010 · Regular Pay	137,474	142,252	4,778
6020 · Overtime	2,500	2,046	-454
6030 · FICA	10,708	11,039	331
6040 · Health Insurance	28,277	27,269	-1,008
6050 · Pension	11,124	12,134	1,010
6060 · Workers Comp	19,027	745	-18,282
Total 6000 · Compensation	<u>209,110</u>	<u>195,485</u>	<u>-13,625</u>
6140 · Professional Development	750	750	0
6240 · Memorials	1,500	1,000	-500
6270 · Historic Promotion	2,500	2,500	0
6320 · Wireless Communications	960	960	0
6570 · Equipment Lease	10,464	7,000	-3,464
6825 · Membership	250	100	-150
6835 · Travel	300	750	450
6850 · Office Supplies	5,500	10,500	5,000
6855 · Postage	1,750	3,000	1,250
6880 · Election Costs	2,400	0	-2,400
6890 · Utilities	11,787	12,000	213
Total Expense	<u><u>247,271</u></u>	<u><u>234,045</u></u>	<u><u>-13,226</u></u>

Town of Bladensburg Finance Dept 2 Year Budget

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
Expense			
6000 · Compensation			
6010 · Regular Pay	152,714	150,948	-1,766
6040 · Health Insurance	21,334	30,015	8,681
6050 · Pension	12,360	12,876	516
6030 · FICA	11,721	11,548	-173
6060 · Workers Comp	18,824	785	-18,039
6020 · Overtime	500		-500
Total 6000 · Compensation	<u>217,453</u>	<u>206,172</u>	<u>-11,281</u>
6510 · Audit	15,500	17,100	1,600
6530 · Bad Debts	13,811	6,000	-7,811
6550 · Insurance - Liability	8,500	10,000	1,500
6150 · Payroll Service	7,500	3,500	-4,000
6520 · Bank Charges	3,700	3,200	-500
6540 · Insurance - Other	5,904	0	-5,904
6460 · Software Contract	4,800	1,000	-3,800
6140 · Professional Development	1,500	2,000	500
6110 · Tuition Remibursement	1,500	1,500	0
6850 · Office Supplies	2,800	0	-2,800
6580 · Contractual Services	2,000		-2,000
6320 · Wireless Communications	960	960	0
6835 · Travel	250	500	250
6825 · Membership	500	50	-450
6855 · Postage	300		-300
Subtotal Expense	<u>286,978</u>	<u>251,982</u>	<u>-34,996</u>
Other Expense			
6950 · Debt Service			
6965 · Debt Service - Principle	76,835	54,000	-22,835
6960 · Debt Service - Interest	21,427	14,000	-7,427
Total 6950 · Debt Service	<u>98,262</u>	<u>68,000</u>	<u>-30,262</u>
TOTAL EXPENSES	<u><u>385,240</u></u>	<u><u>319,982</u></u>	<u><u>-65,258</u></u>

Town of Bladensburg Public Safety 2 Year Budget

Proposed Final Draft May 25, 2016

Expense	FY16 Budget	FY17 Budget	Variance
6000 · Compensation			
6010 · Regular Pay	1,598,031	1,629,949	31,918
6020 · Overtime	153,492	251,573	98,081
6030 · FICA	133,992	143,936	9,944
6040 · Health Insurance	352,077	275,980	-76,097
6050 · Pension	127,920	137,542	9,622
6060 · Workers Comp	210,552	265,643	55,091
Total 6000 · Compensation	2,576,064	2,704,623	128,559
6110 · Tuition Rembursement	8,000	6,000	-2,000
6120 · Uniforms	25,000	23,000	-2,000
6130 · Recruitment	7,000	7,000	0
6140 · Professional Development	6,000	8,000	2,000
6230 · Community Events	8,000	7,000	-1,000
6240 · Memorials	350		-350
6255 · Town Meetings	500		-500
6310 · Telephone	23,255	20,000	-3,255
6320 · Wireless Communications	4,000	14,000	10,000
6330 · Communications Contracts	33,457	29,250	-4,207
6340 · Interoperability	19,201	6,000	-13,201
6350 · Internet Access	3,000	3,000	0
6360 · Data Fees	2,500	2,500	0
6420 · Computer Expense	2,500	2,500	0
6440 · IT Support	0	25,000	25,000
6460 · Software Contract	3,600	3,500	-100
6545 · Insurance - Auto	33,500	32,000	-1,500
6550 · Insurance - Liability	24,000	30,000	6,000
6570 · Equipment Lease	15,000	8,000	-7,000
6580 · Contractual Services	15,700	12,000	-3,700
6620 · Fuel	70,000	65,000	-5,000
6640 · Vehicle Repairs and Maintenance	50,000	50,000	0
6650 · Vehicle Body Repairs	5,000	16,000	11,000
6670 · Equipment Maintenance	2,500	2,000	-500
6680 · Weapon Repairs and Supplies	3,500	3,500	0
6825 · Membership	500	500	0
6835 · Travel	1,000	1,000	0
6840 · Records Management	2,000		-2,000
6850 · Office Supplies	9,950	10,000	50
6855 · Postage	1,600	1,000	-600
6865 · Supplies	4,500	4,000	-500
6885 · Finger Printing	2,500	2,500	0
6890 · Utilities	11,000	10,000	-1,000
Total Expense	2,974,677	3,108,873	134,196
Other Expense			
6970 · Capital Outlay	26,000	110,000	84,000
Total Other Expense	26,000	110,000	84,000
TOTAL EXPENSE	3,000,677	3,218,873	218,196

Town of Bladensburg Public Works 2 Year Budget

Proposed Final Draft May 25, 2016

	<u>FY16 Budget</u>	<u>FY17 Budget</u>	<u>Variance</u>
Expense			
6000 · Compensation			
6010 · Regular Pay	262,138	233,944	-28,194
6020 · Overtime	12,878	16,036	3,158
6030 · FICA	21,039	19,124	-1,915
6040 · Health Insurance	56,873	66,401	9,528
6050 · Pension	21,228	18,193	-3,035
6060 · Workers Comp	23,045	15,970	-7,075
Total 6000 · Compensation	397,201	369,668	-27,533
6120 · Uniforms	4,600	6,000	1,400
6140 · Professional Development	1,500	5,000	3,500
6255 · Town Meetings	500		-500
6310 · Telephone	11,500		-11,500
6330 · Communications Contracts	36,000		-36,000
6350 · Internet Access	1,500	1,500	0
6580 · Contractual Services	12,500		-12,500
6620 · Fuel	24,493	17,000	-7,493
6640 · Vehicle Repairs and Maintenance	28,500	25,000	-3,500
6670 · Equipment Maintenance	12,000	10,500	-1,500
6710 · Building Maintenance	75,000	75,000	0
6720 · Grounds Maintenance	30,590	30,000	-590
6730 · Roads Maintenance	96,221		-96,221
6740 · Street Lights	45,000	50,000	5,000
6750 · Sanitation Contract	176,000	150,000	-26,000
6760 · Landfill Fees	26,500	20,000	-6,500
6780 · Engineering	2,500	2,500	0
6790 · Janitorial Services	20,500	19,000	-1,500
6835 · Travel	500	500	0
6850 · Office Supplies	1,500	0	-1,500
6860 · Shop Supplies	0	3,000	3,000
6865 · Supplies	11,000		-11,000
6870 · Tools	2,500	2,000	-500
6890 · Utilities	0	12,000	12,000
6930 · CDBG	121,000		-121,000
Subtotal Expense	1,139,105	798,668	-340,437
Other Expense			
6970 · Capital Outlay	49,800	55,000	5,200
TOTAL EXPENSES	1,188,905	853,668	-335,237

Town of Bladensburg Restricted Grants

Proposed Final Draft May 25, 2016

	<u>FY17 Budget</u>
Ordinary Income/Expense	
Income	
4900 · Restricted Revenues	
4920 · MD Energy Assistance - Restrict	675,000
4940 · Highway User Revenues - Rest.	150,527
4950 · Community Legacy - Restricted	250,000
4960 · CDBG Construction Grant	100,000
Total 4900 · Restricted Revenues	<u>1,175,527</u>
Total Income	1,175,527
Expense	
6900 · Grants - Restricted	
6910 · MD Energy Assistance	675,000
6920 · Community Legacy	250,000
6930 · CDBG	100,000
6940 · Highway User Projects	150,527
Total 6900 · Grants - Restricted	<u>1,175,527</u>
Total Expense	1,175,527

Budget Supplement

Noteworthy Items for FY17 Budget by section:

Revenues Summary –

As a general rule, revenues are budgeted more conservatively while expenses are budgeted higher to factor in contingencies.

- Real Estate taxes (4020) are expected to increase by 5%, but decreased due to accounts that go to collections. Tax rate remained unchanged at .0074
- Business Personal Property Tax (4040) is budgeted to remain constant. The tax rate remained unchanged at .0209. This is the only tax the Town has to actually bill for and collect, while the other taxes are remitted either through the County or the State.
- Income Taxes (4100) are expected to be higher due to State projections.
- Admissions and Amusement Tax (4220), revenues reported from vending and other coin operated machines at local businesses and reported to the State and then remitted to the Town, are expected to be higher.
- Local Business Licenses (4310) were increased due to changes in the fee structure which have not been increased since 2008.
- Federal Funding (4400) has nothing reported on this line in FY17, any Federal funding received through grants is reported below as part of the Restricted Grants (4900).
- State Funding for Police Grants (4540) were increased due to a grant for Gun Violence Reduction.
- MD Energy Assistance Administrative (4560) is separately recognizing just the administrative funding the Town receives as part of the total annual grant, the balance of the grant's project revenues are reported below as part of the Restricted Grants (4900). This differentiates between the administrative funding and the pass through funding.
- Restricted Revenues (4900) detail the various State and Federal grants that are a pass through funding item for slated projects. This is the largest budget section increase of \$332K over FY16 but again, this is a pass through funding for specific projects where money is spent on capital projects and then reimbursed through the grants.
- Total Revenues for FY17 are budgeted at \$6,277,988 compared to \$5,909,268 for FY16.
- Transfer from Fund Balance (4999) decreased significantly due to additional revenues budgeted for FY17. This line item also serves to balance the budget and used primarily next year for capital purchases for vehicles and equipment in Public Safety and Public Works.

Departmental Summary and Individual Department Budgets – the department summary is a consolidation of the individual departmental expense budgets. Below are the most noteworthy items for each department's expense budget:

Mayor and Council –

- Compensation (6000) for Mayor and Council did not change, what was removed as compared to FY16 was the Summer Employment Program which is used to employ local students within Town departments, primarily within Public Works. The costs and associated benefits for this program was transferred to the Public Works Department budget

- Workers Compensation Insurance (6060) was reduced based on projected rates for FY17. The rate is low for administrative and executive level positions since the risk of injury is lower as compared to Public Safety and Public Works.
- Computer Expense - added \$3,500 for purchase of (5) laptops to replace the old iPads for the Mayor and Town Council.
- Community Grants was increased by \$12,000 for a donation to the Fire Department (6226).
- Professional Development (6140/6145) was reduced from \$27,000 in FY16 to \$20,000 in FY17. These funds were also reclassified to Conferences and Continuing Education since they are primarily used for trainings at conferences to have a positive economic impact on the Town's operations and marketing efforts.
- Community Initiatives (6220) were increased from \$6,500 to \$12,500 to collaboratively fund a Port Towns Community Health Partnership and to add B.E.Fit, programs for Staff and the Community.
- Youth Projects (6250) were removed which funded the Town Scholarships.
- Total Expenses decreased (\$19,739) for FY17 as compared to FY16, mostly due to the reclassification of the Summer Help from the Mayor and Council budget to the Public Works budget.

Town Administrator –

- Compensation (6000)
 - New Town Administrator compensation and associated benefits came in less than the previous Town Administrator in FY16.
 - Added half time Marketing Coordinator position to assist with marketing the Town and updating and managing a new website.
 - Worker Compensation Insurance (6060) was reduced based on projected rates for FY17.
- Transportation (6260) is for the Colmar Manor Bus shared transportation services originally under Public Works but transferred to Town Administrator's budget.
- Contractual Services (6580) decreased compared to FY16 since this funded the Strategic Plan with majority of contract paid out already in FY16. Budgeted amount is for the balance due in FY17.
- Advertising (6810), Newsletter (6815) and Website (6820) is for the start of a marketing campaign to phase out the newsletter.
- MD Energy Assistance Grant (6900) has been moved out of the Town Administrator to the Restricted Grants.
- Capital Outlay (6970) has nothing budgeted since any capital expenditures related to grants are in a separate department budget for Restricted Grants.
- Total Expenses decreased (\$591,544) mostly due to the grants being moved out of the Town Administrator's budget and into their own departmental budget.

Town Clerk –

- Compensation (6000) was increased by a budgeted amount of 4% which increased associated benefits.
- Workers Compensation (6060) was reduced based on projected rates for FY17.
- Equipment Lease (6570) was decreased for a new copier that came in under the current contract.
- All Office Supplies (6850) and Postage (6855) for Mayor and Council, Town Administrator, Finance, and Public Works are now under Town Clerk since ordering and inventorying of all supplies and purchase of postage are done through this department
- No elections in FY17 so nothing budgeted under Election Costs (6880)
- Total Expenses decreased (\$13,226) as compared to FY16 Budget.

Finance –

- Compensation (6000) increased by 4% but still under FY16 budget since new Town Treasurer's compensation came in less than the previous Treasurer.
- Health Insurance (6040) increased due to actual coverages.
- Workers Compensation Insurance (6060) decreased based on projected rates for FY17 and decreased risk of injury to office staff.
- Bad Debts (6530) decreased compared to previous year's budget due to stepped up collections efforts.
- Payroll Service (6150) decreased to account for actual costs with new service.
- Insurance Other (6540) is already included in Liability Insurance (6550) and therefore not needed.
- Software Contract (6460) decreased due to implementation of new and more robust accounting system that will serve the Town better at reduced cost.
- Office Supplies (6850) was removed since all office supplies will be through the Town Clerk.
- Contractual Services (6580) are no longer needed since this expenditure was for the previous Treasurer coming in on a contractual basis until the new Treasurer was appointed.
- Debt Service (6950) decreased according to repayment of the long term debt associated with the State Retirement System Pension Buy In financed through bond funds payable in semi-annual installments.
- Total expenses decreased (\$65,258) as compared to FY16.

Public Safety -

- Compensation (6000) increased by 4% and associated benefits and one position was reduced to part time.
 - Overtime (6020) increased based on actuals for FY16 and for shift coverages, vacancies, events, and emergencies. Also a \$1/hour night differential was added this year to compensate officers who work night shift.

- Health Insurance (6040) decreased significantly as compared to last year to account for actual coverages projected for FY17.
 - Workers Compensation (6060) increased since this line item was under budgeted in FY16. This offsets the decreases in the administrative departments.
 - Total compensation inclusive of changes above increased 5% for pay and associated benefits.
- Telephone decreased for actual line charges since all telephone lines for Town Hall and run through communications located in Public Safety.
 - Professional Development (6140) increased for the addition of the Rosetta Stone program to teach Spanish to better serve the residents.
 - Wireless Communications (6320) captures the true expense of the mobile data terminals (MDT's) which are the laptops with online access installed in all police cruisers.
 - Interoperability (6340) was reduced to match actual expenses for the Mobile Data Terminal annual subscription through the University of Maryland and also for email hosting.
 - IT Support (6440) was previously under the Town Administrator but moved to Public Safety since all servers, data systems, and communications are housed within Public Safety.
 - Insurance (6545/6550) was increased based on losses incurred over past years and due to an expected increase in premiums next year.
 - Equipment Lease (6570) was decreased for a new copier that came in under the current contract.
 - Contracted Services (6580) was decreased due to the cancellation of the MVA Vehicle Flagging program.
 - Fuel (6620) was decreased slightly due to drop in fuel prices but forecasted costs are expected to increase again throughout the year.
 - Vehicle Body Repairs (6650) was increased to cover the costs of vehicular damages, insurance reimbursements to offset these expenses come through revenues and are not netted against this expense.
 - Capital Outlay (6970) is for the purchase of (4) new police cruisers to update the aging fleet.
 - Total expenses increased \$218,196 over FY16 with most from Compensation and Capital Outlay.

Public Works –

- Compensation (6000)
 - Increase of 4% to wages and associated benefits over FY16
 - Public Works Supervisor position is not funded for FY17; the Town will look at utilizing existing staff to fulfill these responsibilities.
 - Summer Youth Program is added to the wages and benefits to transfer the expense of students working this summer out of Mayor and Council's budget.
 - Health Insurance (6040) increased due to health coverages picked up by new hires that previously did not elect coverage.

- Total compensation decreased (\$27,533).
- Telephone (6310) and Communications Contracts (6330) was all transferred to Public Safety since all communications for the Town run through this department.
- Contractual Services (6580) has nothing budgeted since only \$500 has been spent over the last two years. Any contractual services will now be under Buildings, Grounds, or Roads Maintenance
- Fuel (6620) was decreased for actual usage and also for lower fuel price; however staff expects the cost of fuel to increase in FY17.
- Roads Maintenance (6730) will be transferred to the Grants Department. All funding for road maintenance is funded through grants or State Revenues, which are a specifically designated for road construction and improvements.
- Sanitation Contract (6750) was reduced for actual contractual charges for FY17.
- CDBG (6930) expenses were transferred to the Restricted Grants Budget.
- Capital Outlay (6970) is increased for the purchase of another truck with a plow and a new mower, all to upgrade an aging fleet and 15+ year old mower.
- Total Expenses decreased (\$335,237) from FY16 to FY17.

Restricted Grants (4900/6900) –

- All project related grants and funding are realized as revenues with offsetting expenditures.
- Total revenues increased by \$1,175,527 in accounts (4900+) and offsetting expenses increase by the same amount for FY17 in accounts (6900+).